WELCOME TO BRUSSELS. WELCOME TO VUB.

ORIENTATION DAY 2019-2020
WELCOME TO ORIENTATION DAY
WHAT’S ON THE AGENDA TODAY?

First, presentations on VUB student associations, exchange procedures, e-tools, ESN, language courses, etc.

Then, a tour of the campus with ESN.

Finally, the best bit: drinks, & a chance to mingle & meet people.
Welcome to Brussels. Welcome to VUB. Orientation Day 2020

CONTENT

• Overview: VUB
• International Relations office
• Administration in Brussels
• Living in Brussels
• Travelling in Belgium & Europe
• Life @ VUB
• VUB Departments

Presentation on Student Site ➔ student.vub.be/en/international-student-life#arrive
HOW TO BE INFORMED!
AN INTRODUCTION TO OUR SELF-SERVICE E-TOOLS

Student Information

VRIJE UNIVERSITEIT BRUSSEL
WELCOME TO OUR ONLINE WORLD

Do-it-yourself, but help available
At VUB you have to search for information on several online platforms
Countries, cultures and universities have different ways of dealing with information.

VUB expects quite a lot of independence of students.

Students have to actively look for information online.

VUB has several online application and information tools.

Don’t be afraid to ask for help.
STUDENT.VUB.BE
The mother of all student information
The student portal STUDENT.VUB is the central gateway. This website explains how VUB works and provides the latest news about campus life.
VUB explained: *how the university works*

- Education and study guidance
- Administration and practical stuff
- Services and campus life

VUB linked: *access all e-tools and applications*

VUB up-to-date: *latest news and events*
NetID & EMAIL

Online access key and official communication
NET ID AND EMAIL
ACCESS AND OFFICIAL COMMUNICATION

• After enrolment, **create NetID and password**

• You need your NetID to activate your email address and access the wifi network **VUBnext**

• Log in to the different applications with your email (**firstname.lastname@vub.be**)!

• ! Only use your VUB-email to contact VUB services and professors!
Welcome to PAM,
your Personal Account Manager

Request for the activation of a network identity (NetID)

Please fill in your administrative data to activate your NetID and e-mail address at the university.

<table>
<thead>
<tr>
<th>Institution</th>
<th>VUB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Student</td>
</tr>
<tr>
<td>Enrollment number</td>
<td></td>
</tr>
<tr>
<td>PIN-code/Numéro de lecteur</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
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</tbody>
</table>

**Notes:**
- Numéro de matricule, Studentennummer, Student number, Rollnummer, Stamnummer
- PIN-code/Numéro de lecteur is ONLY for Students of VUB and ULB and SOMT, ERASME personnel and external visitors
- ULB student: Numéro de lecteur (this number can be found on the student card)
- Erasme personnel: PIN-code = Numéro de carte magnétique
- Format: dd mm yyyy; example 25 01 1966 = 25 January 1966

©2017 PAM VUB/ULB Computing Centre
helpdesk@vub.ac.be
OFFICE 365

Storage, collaboration and communication tools
Office 365 is an online/offline workspace. You can share, co-edit and store documents. The package contains your official vub.be email and Skype for business.
Go to portal.office.com and log in with your VUB email address: firstname.lastname@vub.be + password

**Office software**: Word, Excel, Powerpoint, Outlook ...

- Install software on 5 different computers
- Use software online

**Skype for business**: chat and video chat

**Collaboration**: share documents with other students and co-work on them

**Storage and back-up**: 1 terrabyte
STUDENT SELFSERVICE

Manage your administration
The Student SelfService is a personalised website to manage student administration.
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL

User ID

Password

Select a Language
English
Nederlands

How to be informed!
7-2-2020 | 22
STUDENT SELF SERVICE
DO-IT-YOURSELF ADMINISTRATION TOOL

Course registration

• only courses registered here are official: faculty will register them for you

Manage personal data

• Name used on official documents
• How you will be contacted by the university

Tuition fee and invoice

Consult exam results and transcript of records
CANVAS

Online courses
Canvas is a personalised online learning environment. It is the place where professors post their study materials and announcements for the class group.
• Course material and slides
• Messages of your professors
• Faculty messages and oral exam registration

! Your courses will only appear in Canvas if you registered them in your SelfService!

If your faculty hasn’t registered them for you yet, you can look up the courses manually and check the announcements and documents in Canvas.
TIMETABLES

When and where you have class
TIMETABLES
WHEN AND WHERE YOU HAVE CLASS

You can check the timetables for student groups or for separate courses on student.vub.be. You can also use the My Timetable app and the iCalendar function.

Last minute changes possible: check your schedule on a daily basis!
WEB ROOM BOOKING

Book your classroom or meeting space
WEB ROOM BOOKING
BOOK YOUR CLASSROOM OR MEETING SPACE

• Quiet space on campus to work on a group assignment with fellow students
• Online reservation
• From 1 week to 1 day in advance

Make an online reservation
Web Room Booking
VUB STUDENT EVENTS
An overview of all student events at the VUB
Follow our Facebook page @studenteventsvub

On this page we collect all events for and by students, to make sure you know where to go after classes.

Your student event on our page? Send us a message!
Now ... what should you remember?
1. You have to **inform yourself online**!

2. VUB has (too) **many different tools 😊**

3. Use **STUDENT.VUB.BE** as a **starting point**
   1. **Homepage**: access to all tools
   2. **Services > ICT**
      1. **What** do I need them for?
      2. **How** can I access them?
      3. **Where** can I get help?

4. Questions or difficulties to get online: go to **student information**!
GOOD LUCK!

And do not hesitate to contact us!

Student Information
Building D
+32 2 629 20 10
info@vub.be
OVERVIEW VUB
Welcome to Brussels. Welcome to VUB. Orientation Day 2020

Rector:
Professor Caroline Pauwels
OVERVIEW VUB

8 FACULTIES

- Social Sciences and Solvay Business School (ES)
- Law and Criminology (RC)
- Psychology and Educational Sciences (PE)
- Languages and Humanities (LW)
- Science and Bio-engineering Sciences (WE)
- Medicine and Pharmacy (GF)
- Engineering (IR)
- Physical Education and Physiotherapy (LK)

Welcome to Brussels. Welcome to VUB.

Orientation Week 2019

16,500 STUDENTS
6,800 STAFF

4 CAMPUSES

8 FACULTIES

UZ Brussels University Hospital

140 NATIONALITIES

24.5% INTERNATIONAL STUDENTS, OF WHICH
13.5% NON-EEA STUDENTS
11% EEA STUDENTS (excluding Belgian)
Who is who in the VUB International Relations office?
## INTERNATIONAL RELATIONS OFFICE

### Contact

#### General Questions:

<table>
<thead>
<tr>
<th></th>
<th>MORNING</th>
<th>AFTERNOON</th>
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<tbody>
<tr>
<td>MON</td>
<td>09h00 – 12h30</td>
<td>13h30 – 16h30</td>
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<td>TUE</td>
<td>09h00 – 12h30</td>
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<td>WED</td>
<td>09h00 – 12h30</td>
<td>CLOSED</td>
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<tr>
<td>THU</td>
<td>09h00 – 12h30</td>
<td>CLOSED</td>
</tr>
<tr>
<td>FRI</td>
<td>09h00 – 12h30</td>
<td>13h30 – 16h30</td>
</tr>
</tbody>
</table>

#### Specific Questions:

- Book meeting with Officer
- Pleinlaan 5
  1050 Brussels
- [International.relations@vub.be](mailto:International.relations@vub.be)
- +32 (0)2 614 81 01
ADMINISTRATION IN BRUSSELS
BRUSSELS:CITY

BRUSSELS:
A DIVERSE CITY WITH ENDLESS POSSIBILITIES
BRUSSELS REGION: ADMINISTRATION

HOUSING IN BRUSSELS

- VUB Campus rooms, U-residence or in private sector
  ⇒ For U-residence or private sector: Contact VUB International Relations Office or Br(ik
  ⇒ For rooms on campus? Contact Student Housing

- Short stay/semester/year

- Rents:
  - Student room on average €400
  - Studio on average €550

- Contract!
  - How to end the contract
  - Sublet?
  - All costs (water, gas, internet, electricity, etc.) included?
  - Deposit? On secured account or not?
  - Registration for residence permit possible?
  - Fire insurance
  - Third-party liability

Welcome to Brussels. Welcome to VUB. Orientation Day 2020
BRUSSELS REGION: ADMINISTRATION

REGISTRATION IN BRUSSELS

Short-type residence (max. 3 months)
EU: No registration required

Non-EU:
- Report to District Town Hall (‘Commune’) for ‘Declaration of Arrival’ (annex 3) within 8 days of arrival after finding temporary accommodation other than hotel, youth hostel (family & friends).

Long-type residence
EU + Non-EU:
- Report to District Town Hall (‘Commune’) for ‘inscription request’ (annex 15) after signing rental agreement
- Annex 15 can then be used for opening bank account e.g.
- ID-card compulsory
- Participate in exams!

-> ID card valid for duration of academic programme & for duration of funding for studies
BRUSSELS REGION: ADMINISTRATION

REGISTRATION IN BRUSSELS

Required documents

- Rental contract
- National ID/Passport with type D visa
- Registration certificate from VUB for 54 credits (make sure to participate in all exams!)
- For EU citizens: Proof of Health Insurance (annex 32)
- Proof of solvability (scholarship, savings, loan, job)

Sometimes also: birth certificate, civil status certificate, or certificate of good conduct

Appointment @ Foreigners Department

Local Police Check

Belgian ID-card

Can take 2-6 months!

There can be different procedures depending on the Brussels District
In Case of Emergency
EU EMERGENCY NUMBER 112
POLICE 101

Campus Security:
Etterbeek 02 629 11 11
Jette 02 477 6112

ICE – Contact
(In Case of Emergency)
HEALTHCARE IN BELGIUM

Every person living in Belgium is advised to register with a national health insurance provider.

With a national health insurance you will benefit from reimbursements:

- ±70% general care
- 100% for critical diseases

PARTENAMUT OFFICE AT VUB

- National health insurance
- Multinational, Assistance and advice
- Communication in English
- Specialised in student matters

Partenamut office VUB
Pleinlaan 5 (International Office)
Contact person: Mrs Areta Duka

Mondays & Fridays
from 9:00-12:30 + 13:30-16:00

E-mail: vub@bepartena.be
1.1. PARTENAMUT IN BELGIUM

Partena Mut health insurance is an independent & a-political public (state) insurance provider with the following responsibilities:

- Reimburse health care expenses (doctor, medicines, hospital)
- Keep your budget
- Represented in Belgium: University, Colleges, companies etc..

Partenamut gives full support to International students
1.2. EUROPEAN STUDENTS

Registration for LESS 1 YEAR => Monthly fee

- Reimbursement: doctor, pharmacy, hospital

Registration for MORE 1 YEAR => € 10.85/Month

- Reimbursement doctor, pharmacy, hospital
- Advantages for sport, opticians, etc.
1.3. NON-EUROPEAN STUDENT

Registration at District town hall (‘commune’) => € 10.85/month

- Reimbursement doctor, pharmacy, hospital
- Advantages sport, opticians, etc,
1.4. STUDENT STATUS

NO Registration at District town hall => €95.67/Quarter

- Reimbursement doctor, pharmacy, hospital
- Advantages sport, opticians, etc,
2.1. AT THE DOCTOR

- Pay full amount in cash
- Receive a medical attestation
- Fix your Identification sticker
- Send your claim to Partenamut
- Reimbursement within 7 days into bank account (even foreign bank account)
2.2. AT THE PHARMACY

Note: students without a Belgian ID card should ask pharmacy for specific form (Annex 30) to be reimbursed. Not all medication will be reimbursed.
2.3. AT THE HOSPITAL

CALL AND MAKE AN APPOINTMENT

SHOW YOUR BELGIAN ID CARD OR STICKER AT RECEPTION
2.4. EMERGENCY

Go directly to the hospital via the emergency department

- Worst medical cases are treated first
- Family doctors also provide emergency services at night and during the weekend

*Do not make improper use of this service*

*Hospital has the right to refuse you*
3.1. BECOME A WEB MEMBER

[www.partenamut.be](http://www.partenamut.be)

- To order documents: ID-stickers, address change, advantages
- To calculate your reimbursement
- To search for general information: rates, doctors, hospitals…
- Check your file

Students must have a national number to become a web member if they don’t need to come to the office in person.
3.2. FOLLOW UP

www.partenamut.be

You have questions:

=> vub@bepartena.be
LIVING IN BRUSSELS
Welcome to Brussels. Welcome to VUB. Orientation Day 2020

LIFE IN BRUSSELS

• Discover Brussels with a greeter (click link): volunteer guide
• Visit BELvue Museum and ‘Experience Brussels’-exhibition
• News/Newsletters:
  • Agenda (agenda.brussels/en/newsletter)
  • Be expat be brussels -> email europe@visit.brussels
  • Bruzz.be
• EYCA card
• Arsène 50: half-price tickets for cultural activities
  ▶︎ arsene50.brussels/en
• VISITBRUSSELS: https://visit.brussels/en
  ▶︎ @ BIP – place royale
  ▶︎ @City Hall – Grand Place
  ▶︎ @Station Europe – place Luxembourg
LIFE IN BRUSSELS

PUBLIC TRANSPORT

MIVB/STIB = public transport system in Brussels covering metro, tram and bus.

Student yearly pass = €50
- VUB certificate MIVB/STIB + 24 years old
- 5 MIVB/STIB ‘Bootiks + 14 ‘Kiosks’
- Monthly pass, 10-trip cards

Tickets at MIVB machines for single tickets or day passes.

⚠️ Trams in Belgium **always** get priority

Night busses are only on Thursdays and in weekends!
TRAVELLING IN BELGIUM & EUROPE
Welcome to Brussels. Welcome to VUB. Orientation Day 2020

TRAVELLING IN BELGIUM & EUROPE

TRAVELLING IN BELGIUM

Visit: Ghent, Antwerp, Liège, Namur, Bruges, Mons...

ESN organises guided tours to different cities – check out their site and Facebook page for more information

A Gopass (for trains) is a 10-journey ticket for trains = €53

• You can use it as a single person or group
• Valid for 1 year.

Always check special weekend rates or rates for those under-26 years old.

National Rail = NMBS

www.belgiantrain.be/en
ID card or Visa:
Valid multiple entry visa type D
!! Check UK and multiple entry
!! Check Schengen Visa = travel in EU
Travel options with cheaper prices and deals:

- Flixbus/Eurolines
- Izy trains to Paris
- Blablacar
- www.kayak.com/explore (define price & dept and you get info on cheap flights)
LIFE @ VUB
HUMANITIES, SCIENCES & ENGINEERING CAMPUS
+ HEALTH CAMPUS JETTE

FACILITIES ON 2 MAIN CAMPUSES

- Restaurant
- Library
- Bookshop
- ‘crazy copy’
- Sports facilities
- Computer rooms
- Medical facilities:
  - **Humanities, Sciences & Engineering Campus**: doctors
    - Mon-Fri: 08:00-18:00. Appointments online
    - Schoofslaan 8. Tel: 02 629 23 00
    - Includes: dentist, physiotherapy, mental health care & gynaecology
  - **Health Campus Jette**: doctors
    - Tuesdays: 08:30-11:30. Appointments online
    - Agora Building. Tel: 02 477 42 10
Exchange student
Deadline 25 February (included)
What to do?

Changes to learning agreement
• Log in to SOP Mobility online
• Under “During mobility”: Click here to let us know whether changes to learning agreement are needed or not
• Approvals
• Questions: exchange.incoming@vub.be
Course registration done by faculty
"Sportmix" card - 28 different sports (€24.50)

Swimming Pool

Competitions:

BasicFit Gym
Academic Language Centre (ACTO)
English, Dutch, French, German, Italian, Spanish & Modern Greek

- Campus Etterbeek, Building B (room B2.14)
- vub.be/acto

Semper CVO
Dutch, English, French, German, Italian, Spanish, Arabic, etc.

- Campus Etterbeek, Building D, room D1.33
- www.cvosemper.be
Every weekday, language tables are organised in the restaurant at lunchtime:
● Dutch, French, English, German, Spanish, Italian ●

▶︎ you mix & mingle with other learners & native speakers
▶︎ ideal opportunity to perfect your language skills and meet new people!

“Language Tables”
Thanks for the Confucius Institute at VUB you can attend a variety of courses:

▶ Chinese Language Classes (from beginners to proficient)
▶ Kung FU and Tai Chi classes
▶ Open Courses (for free!) on Chinese History on Screen & on Confucius & Confucianism

More info:
➤ vub.be/en/confucius#education|courses
Sustainable development is a central goal of the university, with 4 green campuses.

Throughout the university and across Belgium, recycling is vital. The following rubbish bags are used across Belgium, colour-coded:

- Blue bags = plastics and cans
- White bags = general refuse
- Green bags = garden waste
- Yellow bags = paper and cardboard
- Orange bags = food waste (composting)
VUB DEPARTMENTS
Building D, entrance hall
Pleinlaan 2, 1050 Brussels
Mon-Fri: 09:00-18:00 (17:00 during holidays)
Tel: 02 2 629 2010
Email: info@vub.be

Student Website: How What Where?

- Student.vub.be/en
- Your email address
- Your student card
- Student Self-Service
- Canvas
- Office 365
- Wifi:VUBnext & Eduroam
- Academic Calendar & course timetable
- VUB Restaurant & weekly menus.

STUDENT.VUB.BE/EN
The Study Guidance Centre offers
• information,
• counselling and
• training to help you study more efficiently.

Contact us any time for personal advice, and check what's going on in our free workshops.

Contact our Meeting Points: guidance@vub.be

▪ Humanities, Sciences & Engineering Campus
  Building F - +32 2 629 23 06

▪ Health Campus
  ILRC, Building A room A.053A - +32 2 477 44 81

▪ Technology Campus
  By appointment - +32 2 629 23 06
• Report inappropriate behaviour
• Prevent an escalation
• Stop other people’s unwanted behaviour
• Get the support you want.

➢ Confidentiality is guaranteed.

➢ **YOU** determine which behaviour is unacceptable.

➢ Report it! No procedures started without express permission by person who filed the report.

➢ Report it! => professional secrecy.

**report via email:** reportit@vub.be
Welcome to Brussels. Welcome to VUB. Orientation Day 2020
STRUCTURE OF ORGANIZATIONS
WHAT DOES THE VUB OFFER?

- Political associations
- Communal associations
- Folklorist associations
WHAT DO THESE ASSOCIATIONS OFFER?

Debates

Game nights

Parties
WHATS UP WITH YOUR COSTUME???

FOLKLORE AT THE VUB FOR DUMMIES
Hope to see you soon!

Re-openings party in the BSG Hall --> 11 Februari
Student Council
Welcome to Brussels!
Orientation Day 2020
• 16 engaged students elected to defend the interests of students

• We issue written opinions on all matters affecting students to the top officials

• Making decisions vis-à-vis policies of the various student services

• Adopting the budget and allocation of social grants (for student groups and associations)

• Approve the annual report 'Student Services'
STUDENT COUNCIL

RECENT WORK

- Coordinators
  - **Education**
    - Government agreement (Flanders)
    - Information about appeal procedure
  - **Student Facilities**
    - Better access for wheelchair users
    - Student Housing rules (Review)
  - **International**
    - EUTOPIA
    - ‘How to’ guides alongside with the International Student Platform (ISP)
STUDENT COUNCIL

WHERE TO CONTACT US?

• Student Council Office
  • Building C 2\textsuperscript{nd} Floor

• Contact us on Social media or via Email
  1. Facebook: Studentenraad VUB
  2. Mail: studentenraad.stuvoraad@vub.be

• And follow us on Instagram!

@Studentenraadvub
REGISTER NOW for LANGUAGE COURSES in the second term!

Drive German

Wear Italian

Kiss French

Cycle Dutch

my.vub.ac.be/acto
• ACTO = VUB’s very own Academic Language Centre
• We offer different language courses and tests at various levels
COURSES WE OFFER IN THE SECOND TERM:

English

=> You first need to take a test to check which course is right for you!

French

German

Italian

Spanish
ACADEMIC ENGLISH

Register for the placement test online & make the test by 17/02!

Focus on academic English skills essential for studying and succeeding at an academic level

Upon successful completion → certificate from ACTO
General courses from beginner’s level up to higher levels

Focus on communication in day-to-day activities

Four skills: listening, reading, writing, speaking

Intensive courses & year-long courses
TOEFL → The most widely respected and recognized English-language test in the world

CNaVT → For foreign speakers who want to obtain the Certificate of Dutch as a Foreign Language of the Dutch Language Union

ITNA → For anyone who wants to register at a Flemish university but does not yet fulfil the necessary requirements or who needs a certificate for work

DELF → Diplôme d’études en langue française

Test dates and further information: see Acto-website
HTTP://WWW.VUB.AC.BE/ACTO/

Discover our complete range of language **courses** and language **tests**!
WE HOPE TO SEE YOU @

Academic Language Centre
VUB - Campus Etterbeek
Pleinlaan 2 – Building B – 2nd floor – B2.11

acto@vub.be
vub.be/acto
Tired of monoculture?

Learn another language!

REGISTER NOW for LANGUAGE COURSES in the second term!
Thank you!

Join the party, share the fun!

It's our birthday and everyone is invited. Let's celebrate together and spread the news worldwide.

vub.be/50

#VUB50